



HYDERABAD ELECTRIC SUPPLY COMPANY

Application for Earned Leave _____

Designation: _____

Name of Office	Period and nature of leave applied for under the Leave Rules applicable to the employee	Dates on which last earned leave availed	Recommendation of Superior Officer with suggestion regarding the leave arrangement
1	2	3	4

Address while on leave _____

Recommended by

Signature of the Applicant

In case of employee in BPS-16 and above
Report of Accounts Officer
M.F (W)/ G.M.F (P)/ M.F (C)

Certified that _____ days leave on full .
Half pay
From _____ To _____ is admissible to the
officer/official under the Leave Rules applicable to him her.

Junior Superintendent